

## January 22, 2019 COTA Meeting

### I. Welcome

Present: Cheryl Dobson, Alicia Erickson, Jessica Fazio, Jackie Fischer, Ted Frushour, Helen Hale, David Jones, Roberto Koch, Krystal Lang, Brooke Lockhart, Gavin O'Connor, Melanie Stegeman,

Introduction from Alicia. Alicia has been with MDHE for about 1 ½ years. She worked alongside Amy but focused on different areas. At this time, MDHE is not sure where COTA will fall. Amy's position is currently still open.

### II. Approval of Minutes

Gavin motioned to approve the minutes as written. Roberto moved to second. All approved.

### III. Subcommittee Updates

#### A. Conference

115 registered to date with about 50-60% paid. Last year the cost was about \$9,100. We will need about 122 paying attendees to cover this expense. Alicia feels we will make this total.

The hotel asked if we would like snacks and drinks. Krystal confirmed we do not offer this.

Alicia asked for confirmation of attendance for February's pre-meeting. Krystal confirmed the entire committee attends.

The program has gone to the printer. Krystal emailed everyone the latest version.

Alicia will send a conference registration reminder next week. Amy left a very detailed list of conference duties.

Moderators – Alicia will confirm if they are in the program. Rooms are slightly different this time.

MDHE has about five AV set-ups and Alicia will confirm that we have what is needed.

Dr. Mulligan has accepted the keynote for conference.

#### B. MRT (Helen, Brooke, Cheryl)

Alicia will share MRT data with committee.

Cheryl will set up a call with Brooke and Helen regarding the session. Cheryl will post question to MACRAO list. The three of us will provide data about MRT for our school to share at the conference.

Conference session: Spreadsheet, Numbers, New issues

#### C. Policy (Melanie, Roberto, Jessica, )

The Rights & Responsibilities document has been finalized. Alicia will look for the final version and send to members. We may hand this out at COTA and get it posted to the website.

Civics Exam – will this be transcribed. This might be a good topic for the Registrar roundtable session. Refer to the MACRAO post from Rob at MSU.

CORE 42 – Helen asked about Math. Calculus question about counting as an elective. The COA committee will meet February 16<sup>th</sup>.

MOTR disciplines for sciences will be a topic at the roundtable for Registrars.

#### **IV. Adjournment**

Chery motioned to adjourn at 2:40PM. Melanie gave the second.

Respectfully submitted,

Cheryl Dobson  
COTA Recording Secretary

2/14/2018

Cheryl Dobson, Ted, Alicia Erickson, Jackie, Krystal,

162 signed up and about 139 paid (w/o comp).

Final numbers to hotel next Thursday.

Oriental sunglasses arrived

Free hotel night

Free conference registration

Free Art - Cheryl to check with Melanie

26<sup>th</sup> – Alicia to meet at hotel. around 1:00 COTA group to meet at 4:00pm.

Krystal to Welcome and emcee the event.